

**IOWA DEPARTMENT OF INSPECTIONS AND APPEALS  
JOB OPENING ANNOUNCEMENT**

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**DATE:** July 13, 2010

**POSITION:** Clerk Specialist

**VACANCY #:** BR-7938

**PAY GRADE:** 18 (\$27,955.20 - \$40,996.80 annually)

**WORK HOURS:** Monday - Friday 8:00 a.m. - 4:30 p.m.

**DIVISION:** Employment Appeal Board

**STATUS:** Permanent Full-time

**DESCRIPTION:** This position reviews incoming documents and analyzes them to determine appropriate action/referral; enters appeals into database; receives and resolves or refers complaints; receives and resolves or refers requests for hearing extensions or rehearings; liaison with IWD regarding hearing files; other duties as assigned. Must have analytical skills. Knowledge of legal terminology and processes is preferred.

**QUALIFICATIONS:** Experience equal to three years of full-time clerical or closely related work; OR an equivalent combination of education and experience, substituting graduation from high school, G.E.D. equivalency or satisfactory completion of a recognized correspondence or formal job-related training course at the high school or equivalent level such as that offered by WIN, OEO, CEP, CIVEC or similar programs, for one year only of the required experience; OR an equivalent combination of education and experience, substituting nine months or thirty semester hours coursework in an accredited business school, college or university for each year of the required experience; OR employees with current continuous experience in the state executive branch that includes the equivalent of eighteen months of full time experience as a resident treatment worker or Clerk-Advanced.

**CONTRACT TRANSFER:** Employees in the same job classification who are interested in a lateral transfer must notify Betty Tschetter, in writing or by email, by the close of business on July 19, 2010.

**APPLICATION PROCESS:** Application may be made on the DAS website at [https://www.iowaonline.state.ia.us/idopapptrack/public/job\\_listing.asp?Cat=2](https://www.iowaonline.state.ia.us/idopapptrack/public/job_listing.asp?Cat=2) Application deadline is July 24, 2010.

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**THE STATE OF IOWA IS AN EQUAL OPPORTUNITY/  
AFFIRMATIVE ACTION EMPLOYER**